

## **MANAGEMENT ANALYST, SENIOR**

### **DISTINGUISHING FEATURES**

The fundamental reason the Management Analyst, Senior exists is to perform advanced professional level administrative duties for budgetary and financial activities as well as directing or participating in gathering information, making statistical analyses, and studying and resolving special administrative problems in support of an assigned department (citywide). For certain departments, providing administration of the Capital Improvement Program, including the provision of project planning support may be necessary. This class is distinguished from the Management Analyst by the more diverse and complex nature of assignments, and the greater independence under which the work is performed. The principal function of an employee in this class is to assist the head of a City department or large division with tasks and formulation of new policies, programs, processes and/or procedures related to the department function. Work is performed under general supervision of a Division or Department Head.

### **ESSENTIAL FUNCTIONS**

Functions vary depending on assignment, but may include any or all of the following:

Provides strategic business advice to the upper level management.

May or may not provide day-to-day direction or supervision to a subordinate classification which would include training, mentoring, coaching and evaluation of employees.

Directs preparation of a departmental budget and five-year plan. Analyzes, reviews, evaluates and edits budget information submitted. Participates in department's short and long range planning. Analyzes, forecasts and coordinates revenue projections with Financial Services staff.

Plans, directs, coordinates, and evaluates the activities of staff assigned to budget development. Communicates goals, designs strategies and standards for evaluation, and coordinates the development of performance measures and workload indicators.

Prepares monthly and annual financial, budget and statistical reports and five to ten year financial plans including revenue forecasting, and financial trend analysis. Monitors monthly revenue and expenditures and prepares monthly variance reports and explanations.

Provides special project support and technical services of a financial nature for the Department and Citywide projects. Performs research studies, feasibility studies, needs assessments, cost/benefit analyses, and management studies.

Assists in developing, justifying, implementing and monitoring operating and CIP budget; reviews, monitors and controls budget expenditures throughout the year to ensure funds are not overspent; develops budget plans for unplanned expenses; prepares monthly reports of the budget status for the General Manager.

Leads inter/intra departmental teams and task forces in support of the General Manager and departmental goals and objectives; may represent General Manager as assigned.

Coordinates and implements the goals of the department.

Performs extensive research for special projects; collects information on operational and administrative problems and performs comprehensive analysis; synthesizes information and make recommendations on policy issues; prepares comprehensive administrative, operational,

and statistical reports or manuals for use by internal and/or external organizations.

Communicates and interacts effectively with management, internal staff, representatives of other government agencies, and the general public, researching as necessary to provide requested information. Communicates with all levels of the organization both verbally and in writing. Provides superior customer service both to internal and external customers.

Analyzes division accounts utilizing the City's automated financial system. Reviews and checks financial records to ensure conformance to standards.

Writes a variety of correspondence and documents for internal and external use.

Develops and maintains other reporting systems as required.

Reviews, researches, responds to, and resolves a variety of requests from citizens, other city staff, and the general public.

Special assignments for specific departments can include:

Provides professional services for the planning and development of departmental facilities within the city. Hires design professionals and oversees the public input process, permit process, planning and development of new departmental facilities.

Acts as liaison with other city departments representing the interests and goals of the department. Coordinates with staff and citizens to negotiate mutually supported solutions to capital project design issues. Manages the public approval process for new or remodeled facilities.

Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

#### Knowledge of:

Principles, methods, and practices of municipal finance, accounting, budgeting, economics and internal control procedures.  
Computerized financial and information systems and microcomputer equipment and software for spreadsheets and databases.  
City codes, State statutes, and Federal regulations as well as the principles and practices of public administration.  
Principles and practices of city and facility planning.  
Departmental administrative and operational functions, systems and procedures and the city organization.

#### Ability to:

Gather pertinent facts, make thorough analyses, and arrive at sound conclusions.  
Prepare and analyze a variety of administrative and financial reports.  
Establish and maintain effective working relationships with co-workers, supervisors, and the general public.  
Comprehend and make inferences from written material and verbal and/or written instructions.  
Communicate both verbally and in writing with all levels of the organization using clearly organized thoughts, proper sentence construction, punctuation, and grammar.  
Be proficient in software applications such as Word, Excel, Access, and PowerPoint.  
Provide superior customer service for both internal and external customers.  
Operate a variety of standard office equipment, a personal computer and a variety of computer

software that require continuous and repetitive arm or hand and eye movement for extended periods of time.

Accurately compute mathematical figures; make relatively complex arithmetic computations and to prepare statistical summaries.

Lift and carry storage boxes weighing up to 20 pounds.

Spend at least 80% of the work-day sitting at a desk and/or computer.

### **Education & Experience**

Any combination of a Bachelor's degree in Accounting, Public or Business Administration, Planning, or a field related to the specialties of the assigned department and five years senior level professional accounting, financial, facilities planning, capital project management, or related experience, preferably in municipal government. Experience and/or knowledge of governmental accounting and financial reporting experience in a municipal service delivery environment are essential.

A valid Driver's License with no outstanding citations for 39 months is required for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified